



Vision

All Tehama County children will be born healthy and thrive in safe, supportive, nurturing, and loving environments; and will enter school as healthy, active, socially appropriate learners.

PRE-QUALIFICATION PROPOSAL & REQUEST FOR PROPOSALS Year 04-05

**Direct Services
January 5, 2004**

First 5 Tehama

1135 Lincoln Street
Red Bluff, CA 96080
(530) 528-1395

FIRST 5 TEHAMA

PRE-QUALIFICATION PROPOSAL & REQUEST FOR PROPOSALS (RFP No. 04-05)

Direct Services

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First 5 Tehama

Pre-Qualification Proposal
&
Request for Proposals
(RFP 04-05)

Direct Services

Timeline

Request for Proposal Process

Activity	Date
1. Pre-qualification Proposal release (information about obtaining additional copies provided below)	January 5, 2004
2. Submission of proposal questions to First 5 Tehama staff. (see page 11)	January 13, 2004 by 4 p.m.
3. First 5 Tehama Proposal Conference – ‘Question and Answer Session’ (mandatory for all applicants)	January 20, 2004
4. Deadline for submission of Pre-Qualification Proposal	February 24, 2004 by 4 p.m.
5. Feedback of pre-qualification proposal to lead agency/organization	March 2, 2004
6. Request for Proposal (RFP) release	March 2, 2004
7. Technical Assistance Workshop (voluntary)	March 9, 2004
8. Proposal submission deadline	May 5, 2004 by 4 p.m.
9. Notice of Intent to Award Contract posted	May 19, 2004
10. Last day to submit an Appeal	May 26, 2004
11. Commission meeting to review/approve funding recommendations	May 25, 2004
12. Contracting process – work with grantee on clarification of Scopes of Work and Budget	May 25 – June 30, 2004
13. Anticipated contract start date	July 1, 2004

Copies of the Pre-qualification Proposal and RFP are available at the First 5 Tehama office at 1135 Lincoln Street, Red Bluff, CA, by calling (530) 528-1395 or online at www.ccfca.gov/tehamas

I. GENERAL INFORMATION

A. Introduction

Research shows that a child's brain develops most dramatically in the first five years and what parents and caregivers do during these years to support their child's growth will have a meaningful impact throughout life. Based on this research, California voters passed Proposition 10 in 1998, adding a 50 cents-per pack tax on cigarettes to support programs for expectant parents and children ages prenatal through age five (0-5).

Proposition 10 is administered by First 5 California Children and Families Commission and by county children and families commissions appointed by local boards of supervisors. Before county commissions can allocate Program funds, however, they must adopt comprehensive strategic plans showing how they will use the funds.

B. Tehama County Children and Families Commission

Tehama County Children and Families Commission (hereafter referred to as "First 5 Tehama") was established March 1, 1999. Local County Ordinance 1719 created a 9-member Commission charged with the responsibility of creating the strategic plan that will be used to steer the funding of direct service programs that benefit the community. First 5 Tehama constructed the strategic plan with the intention that it would allocate funding to enhance existing partnership resources and invest in new opportunities to improve the quality of life for young children and their families in Tehama County.

Public meetings have been held since June of 1999, and in March of 2000 Denise Snider was hired as Executive Director, and is accountable for planning responsibilities. With staff in place, extensive community outreach efforts and provider input helped develop the assessment of the opportunities and needs in the community related to children ages 0-5 and their families.

Three Planning Task Force Workgroups were formed to review the multitude of information gathered from the numerous provider/partnership input and community outreach meetings. Workgroups recommended objectives, strategies and indicators based upon reviewed assets, needs and gaps identified during the outreach process.

First 5 Tehama reviewed the work of the Workgroups and selected objectives and priority strategies for funding. The Strategic Plan includes result areas and objectives, priority strategies, and an initial allocation process for spending Tehama's Proposition 10 funds. The Strategic Plan was formally adopted by First 5 Tehama on December 12, 2000. On February 25, 2003 a Financial Plan was adopted by First 5 Tehama and on August 26, 2003 an Evaluation Design was also adopted. Both plans are addendums to First 5 Tehama's Strategic Plan.

First 5 Tehama has ***\$301,500 available annually for the next 3 years with an annual maximum request of \$150,000 per individual project*** for this Direct Services Request for Proposals.

First 5 Tehama is aware that the issues facing the county are relatively common throughout the region and there is a commitment to ensure that projects funded encompass these principles:

- 1. Serve ethnically, culturally and linguistically diverse children and families and special needs children and families**
- 2. Address the needs of geographically and socially isolated communities**
- 3. Target traditionally under-served/high-need populations**
- 4. Streamline access and removal of barriers* to promote access**

* Barriers have been identified as: language, transportation, cost, funding source, and attitude.

First 5 Tehama is well aware that achieving these result areas is a long-term process, and intends to award contracts that reflect the needs and priorities identified in the Strategic Plan. This Direct Services Request for Proposals (hereafter referred to as the “RFP”) addresses the following objectives and priority strategies for funding:

Result Area: Improved Family Function - Strong Families
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OBJECTIVE 1

Parents with children prenatal through age 5 (0-5) will receive support to increase their knowledge in child rearing and family relationships

Priority Strategies:

- 1.1 Support and expand parent education and counseling opportunities for parents, with children ages 0-5, including but not limited to, preconception and prenatal care, anger management, substance abuse, positive discipline and school readiness
- 1.2 Promote and expand community based, faith based and in-home support services

Result Area: Improved Child Development - Children Learning and Ready for School

OBJECTIVE 2

Increase availability of programs that meet and maintain quality assurance standards for child care (ages 0-5) by 25% both in slots and available hours of operation within three years

Priority Strategies:

- 2.1 Recruit, support, assist and provide grants to child care (ages 0-5) and development providers, less than 100% subsidized, to achieve accreditation
- 2.2 Support the development of non-traditional days and hours of child care (ages 0-5) including early morning, evening, night and weekends
- 2.3 Work with employers in communities to provide quality on-site child care programs or child care assistance (business sponsorships, centralized child care fund, direct employer child care subsidies to parent/provider, vouchers, etc)

OBJECTIVE 3

Increase parents, providers, employers and community knowledge of quality child care and the benefits, early childhood development, and healthy and safe home environments including outreach to Latino and Spanish speaking children and their families

Priority Strategy:

- 3.1 Promote mass media educational information and outreach regarding quality child care and the benefits, early childhood development, and healthy and safe home environments

Result Area: Improved Child Health - Healthy Children
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OBJECTIVE 4

Increase access to preventative and primary care and health coverage and dental coverage for all children birth through age 5 and pregnant women

Priority Strategies:

- 4.1 Support coordinated early screening programs that link families with children ages 0-5 with comprehensive health care and dental care services
- 4.2 Work with existing providers to encourage school based and faith based services

First 5 Tehama encourages the collaboration of community based organizations with multiple skills and skill levels in order to increase access to under-served communities.

C. The Essential Elements of Programs for Young Children

First 5 Tehama is dedicated to ensuring that all proposals contain the following elements:

1. INCLUSIVE:

Includes all relevant adults in the assessment and planning for the child. This may include preschool teachers, childcare providers, non-custodial parents, parents, therapists, etc.

2. HOLISTIC:

Assesses and incorporates information about the child's physical, social, emotional, and cognitive functioning and needs. Also assesses and utilizes the physical, social, emotional, and cognitive functioning of the primary caregiver(s). Untreated issues in adults result in decreases in functioning for children.

3. RELATIONSHIP BASED:

Children are absolutely dependent upon adults who care for them. Their emotional, cognitive and social development occurs within the primary relationships.

4. UTILIZES AN UNDERSTANDING OF "NORMAL" DEVELOPMENT:

Members of the team understand the normal issues of this age group (such as the "critical period" time frames for attachment, language and brain development).

5. DEVELOPS COMMUNITY BASED SOCIAL SUPPORT SYSTEMS:

Understands and incorporates the data showing that improving the families support system results in gains for the children.

6. NATURAL ENVIRONMENTS:

Services are delivered in the environments that the child spends time in.

D. Scope of Funding and Contract Term

First 5 Tehama has available *\$301,500 available annually for the next 3 years with an annual maximum request of \$150,000 per individual project* to support the objectives and priority strategies from the Strategic Plan described previously. However, First 5 Tehama reserves the right to award contracts in a lesser amount if the needs identified in the Strategic Plan are not sufficiently addressed. The term of the contracts issued as a result of this RFP will be from July 1, 2004 to June 30, 2005. Multiple year contracts may be awarded for up to a three-year period, from July 1, 2004 to June 30, 2007. All multi-year awards are dependent upon reporting, participation, and degree to which outcomes are met to be eligible for continued funding.

II. SCOPE OF WORK (FORM D)

A. Goals and Objectives

The goal of First 5 Tehama can be found in its vision:

All Tehama County children will be born healthy and thrive in safe, supportive, nurturing, and loving environments; and will enter school as healthy, active, socially appropriate learners.

To help achieve this vision, contractors selected through this RFP process will submit proposals for projects that address the objectives and priority strategies listed in Section I of this RFP. For ideas about appropriate project strategies and action steps, applicants are encouraged to evaluate the degree to which they believe their project strategy will result in First 5 Tehama Strategic Plan Priority Strategies. Indicators (type of measurement) are also detailed in the Strategic Plan and Evaluation Design, as examples of ways to measure the impact of the proposed program.

Applicants are strongly encouraged to review the strategic plan and to consult the section of the plan which includes objectives, priority strategies, indicators and outcomes. Copies of the Strategic Plan, hosted by the State Commission are located at www.ccfc.ca.gov/tehama. You can also receive a copy by calling (530) 528-1395.

III. PROGRAM OVERVIEW

A. General Program Elements

First 5 Tehama is inviting proposals for projects that:

- Address the specific priorities/needs described in Section I of this RFP, based on the prioritization from the Strategic Plan
- Promote strategies that improve practices in early identification and assist families in navigating systems and accessing services
- Ensure strategies are based on reaching outcomes and accountable for results
- Utilize curriculum and models of service delivery that are first based on research, and then innovative
- Are inter-generational to draw on and promote the strengths of families
- Address the cultural and linguistic diversity of the county
- Meet common standard minimums of education and/or experience for each position
- Remove barriers and increase services to socially, developmentally and geographically isolated communities in Tehama County
- Establish or expand linkages with non traditional partners, such as faith-based organizations & businesses, that can reach under-served populations
- Are collaborative with multiple key partners and stakeholders to: improve access through coordination, ensure regular communication, demonstrate integration, reallocate existing resources, build new resources, utilize interdisciplinary resources, make systems improvements and avoid duplication of services

- Collaborate and support the established School Readiness Initiative programs and other First 5 funded projects and activities
- Create and/or participate in interagency forums to generate support for site activities and promote expansion of promising, research-based practices
- Promote public-private partnerships to leverage human and financial resources, such as business partnering in childcare
- Collaborate with the Project Evaluator Contractor
- Demonstrate how leveraging other funds, services, and resources will be utilized (not 100% Prop. 10 funding)
- Provides a plan to sustain effective strategies beyond Prop. 10 funding
- Are prepared to comply with reporting requirements described in the 'Scope of Work' and contract terms
- May include planning time to more fully develop a community-based program or service integration

Direct Service Grants can be awarded to projects that serve children ages 0-5 and their families in the Result Areas outlined in the Strategic Plan. Projects should directly impact one or more of the Objectives and Priority Strategies outlined in Section I of this RFP.

B. Evaluation

The goal of evaluation activities under this Program is to collect demographic and service data that are uniform across all funded organizations. First 5 Tehama will use the processes and support of the State Commission to optimize the evaluation component of its RFP. The evaluation process will also be reflective of the reporting system developed by First 5 California Children and Families Commission.

Individual agencies will also be expected to collect evaluation data appropriate to their individual projects. Evaluation plans should address the primary objectives and strategies that were prioritized in the Strategic Plan, and which are listed in Section I of this RFP. The plan must also address which outcomes and indicators you will report on related to First 5 Tehama's specific objectives and strategies as found in Section VI of the Strategic Plan. To view the First 5 Tehama Evaluation Design, please go to www.cafc.ca.gov/tehama.

It is expected that contractors will work with First 5 Tehama to establish evaluation plans that will address these objectives and strategies, including logic mapping, establishing data collection systems, data entry and monthly reports. First 5 Tehama will work with agencies to match the scope of evaluation to each agency's abilities and resources, and provide technical assistance and training, where appropriate, to support evaluation activities. Applicants are strongly encouraged to integrate evaluation activities with existing evaluation programs and collaborate with other agencies, where possible.

IV. FIRST 5 TEHAMA PROPOSAL CONFERENCE (Mandatory for all applicants)

The mandatory Proposal Conference will be convened in Red Bluff as follows:

January 20, 2004 9:00 a.m. – 12:00 p.m.
Red Bluff Community/Senior Center (Westside Rooms – “Rose and Tehama”)
1500 South Jackson St., Red Bluff, CA 96080

The purpose of the proposal conference is to clarify the contents of this RFP. It is not intended to provide technical assistance to applicants on how to prepare their proposal packages. The purpose is to review the RFP, answer questions, and clarify any ambiguities applicants may have. Such clarifications may aid potential applicants in deciding whether or not to submit proposals.

Potential applicants are encouraged to read through the RFP and submit questions **in writing** prior to the Proposal Conference. When submitting questions, it would be helpful to indicate that your questions pertain to the Direct Services RFP. Questions can be submitted via email to sniderd@snowcrest.net, via fax to (530) 528-1396 (please call voice line prior to activate) or to Denise Snider, First 5 Tehama, 1135 Lincoln Street (P.O. Box 8580 if mailing), Red Bluff, CA 96080.

No questions regarding this RFP will be accepted after 4:00 p.m. on January 13, 2004 until the Proposal Conference on January 20, 2004. Answers to written questions submitted prior to 4:00 p.m. on January 13, 2004 will be available to all attendees of the First 5 Tehama Proposal Conference. Additional verbal questions will be addressed at the Proposal Conference.

If special accommodations are needed for the hearing impaired or translation assistance please contact First 5 Tehama at (530) 528-1395 by January 10, 2004.

V. VOLUNTARY TECHNICAL ASSISTANCE WORKSHOP

First 5 Tehama is committed to increasing the ability of organizations, particularly non-traditional providers, to respond effectively to funding opportunities. A voluntary technical assistance workshop will be offered for organizations/agencies intending to submit proposals under this RFP. This half-day workshop will be offered as follows:

Technical Assistance Workshop – Red Bluff

Tuesday, March 9, 2004 9:00 a.m. – 12:00 noon

Red Bluff Community/Senior Center (Westside Rooms – “Rose and Tehama”)

1500 South Jackson St., Red Bluff, CA 96080

While a reservation is not required to attend the workshop, an indication of attendance would be helpful to ensure adequate space and materials. Please complete and return the attached RSVP (Form H, page 40).

VI. QUESTIONS REGARDING THIS RFP

As mentioned in Section III, if after reviewing this RFP you have any questions, you can submit questions to First 5 Tehama in writing and request clarification. All questions submitted prior to the deadline will be addressed at the First 5 Tehama Proposal Conference on January 20, 2004. Additional verbal questions will be addressed at the Proposal Conference. Again, written inquiries must be received no later than January 13, 2004 at 4 p.m. Inquiries can be sent to:

Denise Snider, Executive Director
First 5 Tehama
1135 Lincoln Street (P.O. Box 8580, if mailing)
Red Bluff, CA 96080

Via email to: sniderd@snowcrest.net

Or via fax to (530) 528-1396 (please call voice line prior to activate); questions must be received by the date and time indicated above. Please call (530) 528-1395 if you seek to confirm receipt of fax.

VII. COST OF DEVELOPING PROPOSAL

The cost of developing a proposal is entirely the responsibility of the proposing organization and cannot be charged to First 5 Tehama or included in the cost elements of the proposal budget.

VIII. MANDATORY PRE-QUALIFICATION PROPOSAL

All applicants are **required** to submit a Pre-qualification Proposal (PQP).

This PQP will assist First 5 Tehama in allocating sufficient resources to review the RFP's, will assist in coordination of services and give applicants a chance to receive feedback about their proposed project. It will also ensure that First 5 Tehama selects reviewers who contain the expertise necessary for specific types of proposals.

The PQP submission must include an original and two copies, and clearly describe the following elements:

- The need for the project, the target population, service goals, type of intervention and measurable outcomes.
- The consistency of the project with First 5 Tehama's mission and strategic plan objectives.
- How the project addresses the "Essential Elements of Programs for Young Children", see page 8, and is based on research and promising practices.
- The integration of the project with existing services.
- Agency/ organization capability with similar programs
- Staff, subcontractor and consultant qualifications
- The proposed strategies for the project's long-term funding and viability.
- A proposed budget, use Form G, page 39.

The PQP must address the above elements and be submitted with the 'Proposal Cover Sheet' as the top page, see Form A, page 28 which must be signed by an official authorized to bind the entity. **The PQP must be no longer than 5 pages, no less than 1.5 line spacing, on 8 ½ by 11 paper, 12 point font, with 1 inch margins.** The 'Proposal Cover Sheet' and Budget Form are not counted in the 5 page limit. **No** other attachments are allowed.

The Pre-Qualification Proposal must arrive at the following address by the **4 p.m.** deadline on **February 24, 2004**:

Denise Snider, Executive Director
First 5 Tehama
1135 Lincoln Street (P.O. Box 8580, if mailing)
Red Bluff, CA 96080

IX. APPLICANT QUALIFICATIONS

The following are minimum qualifications that applicants must possess by the proposal submission deadline:

1. Applicants must be either a community-based organization, association (including a joint venture), agency, corporation, college, university, schools/school districts, or municipality or unit of government located or providing services in Tehama County. Non-profit, public charity, religious and other similar organizations exempt from federal income tax under section 501 I(3) of the Internal Revenue Code must submit proof of their non-profit status.

Private businesses can apply that have a current business license and business Federal Tax ID # are compliant with all local, state and federal requirements that may apply.

Faith communities may apply, but active participation in the faith *cannot* be a prerequisite for individuals receiving services utilizing Proposition 10 funds.

2. Applicants should preferably have experience and/or skills in planning and delivering health, educational or social services programs that promote, support, and improve the early development of children from the prenatal stage through five years of age. Subcontractors or joint venture partners, if any, with the responsibility for accomplishing portions of the project should have such experience in their respective fields.
3. Applicants and subcontractors, if any, should preferably have experience serving culturally and linguistically diverse communities and populations appropriate to the communities served within this proposal.
4. Project staff/consultants with significant roles should have professional expertise in evaluation, or in health, education or social services, and experience working with programs that address the priorities stated in this RFP.
5. Applicants must have the capacity to meet project timelines.
6. Applicants must show proof of their financial solvency as evidenced by the submission of an independent audit *summary* or year end financial statement for its most recent fiscal year, unless otherwise exempt. All noted audit exceptions, if any, must be explained. New programs must submit a first year anticipated budget as part of their request.

X. PROPOSAL CONTENTS

The proposal must include the following content, forms and materials according to the instructions below. The proposal will be considered non-responsive if the applicant fails to follow these instructions or fails to return the required forms and materials, and may be eliminated from further consideration. Follow Form B (Checklist: Request for Proposals), page 30.

A. Format of Proposal

1. The narrative portion of the proposal, excluding attachments/forms, must be limited to **20 pages on 8 ½ x 11 size paper, with single spaced typing, and no smaller than 12-font print.** Text should appear single-sided only; do not print on both sides of the page. Be as succinct as possible in your writing; the quality of information and not the volume is what is important.
2. The format should allow for one-inch margins at top, bottom, and sides with a header on the top of each page identifying the applicant and the name of the project.

3. All pages must be sequentially numbered in the lower right hand corner with the name of the applicant agency at the top right hand corner of each page. The proposal sets must not be bound. A heavy clasp, blinder clip or thick rubber band is acceptable.
4. An **original plus three (3) copies**, complete with attachments, must be submitted.
5. All forms and attachments that require signatures must be signed in ink for inclusion in the original of the proposal package. Signature stamps are not acceptable. The three additional copies may include photocopied signatures.

B. Required Content of Proposal

Assemble and arrange each proposal set in the following order and address the required content/questions.

1. Cover Sheet

Complete the proposal Cover Sheet (Form A, page 28). This sheet will serve as the cover of your proposal. An official authorized to bind the entity must sign.

2. Checklist: Request For Proposals (Form B, page 30)

3. Project Requirements Checklist

The Project Requirements Checklist (Form C, page 31) must be included. Answer yes or no to each question. If “N/A” is responded, please note the reason for the requirement being non-applicable. Please mark a response to all questions.

4. Abstract

Begin the proposal with a brief (not to exceed one page) abstract of the proposal. This summary should clearly highlight the need, target population, First 5 Tehama’s strategic plan priority strategy(ies) selected, your client/project outcomes and strategies, type of measurement, quality service and significant collaborative partners.

5. Problem/Need Statement

Describe the problem you intend to address, the clients targeted to be served, and a brief documentation of the need for the project you are proposing. Use local data where possible to support the description of service gaps, barriers, target groups, etc., and justify the need for the project. Show how the project is reflective of the ethnic, geographic and service needs identified in the Strategic Plan.

6. Project Description

Please respond to the following questions:

- a) In narrative form describe your program, intended client outcomes and interventions.

In addition, you must complete a 'Scope of Work' (Form D, page 32) as follows: Identify your client/project outcome(s) and note which Priority Strategy it matches, as listed in Section I of this RFP. List the specific action steps (your project strategies) and timelines, type of measurement, numbers to be served (quality of service), and evaluation tools/methods. If you are proposing a multi-year project, show the specific action steps by fiscal years. The 'Scope of Work' can be placed as an attachment and therefore not counted against the 20 page limit.

- b) Briefly describe the target group(s), including any unique characteristics, and identify the number of persons expected to be reached through the project's efforts and the units of service to be provided.
- c) Describe how the proposed project incorporates the "Essential Elements of Programs for Young Children", see page 8 of the RFP.
- d) Describe how this project will integrate or coordinate with other child serving programs, and how it will enhance access to families in the community being served while avoiding duplication. **Include in the appendices a letter of commitment or memorandum of understanding (MOU) from any such organizations, signed by an official authorized to bind the agency.**
- e) Describe any outreach activities that will occur to promote the project and increase the likelihood of participation. What evidence is there that this approach will be successful for this target group?
- f) Describe specifically how you plan to serve under-served/isolated communities to reduce barriers and increase utilization of services, e.g., hours of operation, interpreter services, transportation, incentives. Describe how you will address the cultural/linguistic needs of the population(s) to be served.
- g) Describe how those communities will be involved in the planning, implementation and evaluation of the project. If your organization has an active community advisory committee, describe the specific role this group will play in ensuring project success.

7. Agency Description/Capability

- a) Provide a **brief** history of the organization/agency which includes the date of establishment, a current organizational chart, and Form F (Current and Previous Contracts and Grants, page 38). If this is a new agency, provide any planning history available and relevant to its capability to provide the services.

- b) State how many people were served by your organization during each year of the project and approximately how many of these were children ages 0-5, or expectant parents, if applicable.
- c) Describe your agency's commitment to the proposed project and how the project described in this RFP fits your organization's mission and goals.
- d) Provide evidence that demonstrates your agency's capability to provide the direct services and/or improve service integration in accordance with the purpose of this RFP. For example, to what degree has the agency participated in collaborative efforts involving multiple agencies?
- e) What have been some of the tangible results that have occurred as a result of implementing prior projects involving a similar program to the proposed target group(s)? What is the agency's cultural/linguistic competence to serve this population?
- f) Describe your organization's experience and skill in project management, timely delivery of services, ability to meet contract and 'Scope of Work' deadlines and responsible fiscal management.
- g) Briefly describe the project office facilities at the applicant's disposal to perform the work under this RFP including office support services.

8. Staff, Subcontractor and Consultant Qualifications

a) Staff

Identify all senior staff who will work on this project, including their expected roles, estimated percent time, and experience they have had in planning and implementing similar projects. Include a description of staff experience working with diverse communities. Identify the person who will have primary responsibility for coordinating the objectives of the RFP, and discuss the person's experience in managing similar projects. Place resumes of **key** project staff in the appendices section.

b) Subcontractor(s) and consultant(s)

If you are proposing a subcontractor(s) to provide part of the deliverables, please address key staff qualifications for subcontractor(s). The same subcontractors may be proposed for use by more than one primary applicant. An entity submitting a proposal may also be identified as a subcontractor in another entity's proposal unless a conflict of interest exists.

Identify all proposed professional consultants and their proposed role in implementing the project.

9. Evaluation Plan

Describe the intended client outcomes and performance indicators to show how you plan to measure the success of your project. This will also be included in the Scope of Work (Form D, page 32).

- a) Describe the data elements you plan to collect and the plan for collecting and analyzing them.
- b) Describe in the narrative portion of your proposal the required elements of success and how you will know to what degree you have reached them.
- c) Describe who will be responsible for the data collection/analysis function, and make adequate provision for these activities in your budget request.

Entities awarded contracts under this RFP will be expected to cooperate with and participate in the local and statewide First 5 evaluation efforts for this project.

10. Required Resources

There is a budget form included in this RFP. First 5 Tehama has available ***\$301,500 available annually for the next 3 years with an annual maximum request of \$150,000 per individual project*** for this Direct Services Request for Proposals.

- a) Complete the required line item Budget Form (Form G, page 39) showing the amount and purpose of requested funds, and funds from other services. **Place the Budget Form as indicated in the ‘Checklist: Request for Proposals’** (Form B, page 30). Applicant’s should make every effort to develop budgets that are in line with common business practices and adequate to ensure the success of the project, including provision for evaluation activities. Describe any funds from other sources or leveraging of funds. Also provide ***budget justification*** briefly detailing the purpose for each line item. Note: the ***budget justification*** is included in the 20 page limit, the Budget Form is not.

Consistent with the intent of the California Children and Families Act of 1998, monies from this Program ***may not be used to supplant*** federal, state, county or other monies available to the agency for any purpose. Activities funded under this RFP must be new or enhancements to existing activities. Capital improvements are discouraged, but may be considered ***if integral to a successful program***. Capital improvements are defined as vans, vehicles and stationary items, such as buildings, fences, building renovations and property. Only items, whose purchase price is less than \$3,500 per item, and can be removed and/or used again, such as developmental appropriate indoor furnishings may be requested. All capital improvements, deemed necessary for program implementation, will be considered on a case-by-case basis by First 5 Tehama. The need for transportation can be explored with the use of vehicle leasing, a contract for service or use of travel vouchers.

- b) In the proposal narrative, describe the agency’s plans for sustaining the project efforts after the contract period, unless the proposed project is a one-time effort.

11. Required Documents

Create an appendices section of your proposal. The following documents are to be included in this section of the proposal, *as applicable*:

- a) List of agency's board of directors with affiliations
- b) Resumes of **key** staff
- c) Letter of Commitment or Memorandums of Understanding (MOU) from key agency partners outlining specific types and levels of commitment or partnership, specific to this application
- d) Proof of non-profit status (do **not** send full by-laws or 501©3 application) or appropriate business licenses
- e) A copy of the agency's most recent CPA audit (*summary only*) or year end financial statement
- f) Proof of agency insurance will be required at the time of contract

C. **Proposal Submission Instructions**

Proposals (**original and three copies**) must be assembled together, placed in one package and submitted as follows:

PROPOSAL RFP 04-05

Denise Snider, Executive Director

First 5 Tehama

1135 Lincoln Street (P.O. Box 8580, if mailing)

Red Bluff, CA 96080

Proposals can be mailed (P.O. Box 8580) or hand delivered (1135 Lincoln Street); but regardless of the postmark date, **must be received by First 5 Tehama staff by 1) 4:00 p.m. on February 24, 2004 for the Pre-Qualification Proposal; and by 2) 4:00 p.m., May 5, 2004 for the Request for Proposal.**

Applicants are cautioned that the processing time of U.S. mail can add extra time to the delivery time of mail. **Proposals, regardless of postmark, received after the proposal submission deadline, will be returned unopened.**

D. **Authority to Verify Applicant's Information**

All applicants agree that, in submitting a proposal, they authorize First 5 Tehama to verify any and all claimed information and to verify any references names in their proposal.

E. Alteration/Modifications to Proposal

Proposals must be complete when submitted. No changes, modifications, corrections or additions may be made to the proposals once they are filed with First 5 Tehama.

XI. PROPOSAL EVALUATION AND AWARD PROCESS

The Executive Director will select proposal readers from content experts and representatives from the community/outlying counties or consultants to review submitted RFP and to make recommendations to First 5 Tehama.

Funding recommendations will be based upon responsiveness to this RFP, congruence with the identified needs of the Strategic Plan, funding availability and the recommendations of the proposal readers. Proposals found to be unresponsive for any reason may be rejected from further consideration.

XII. AWARD PROCESS AND CRITERIA

Each proposal will be evaluated by a team of readers to determine that RFP requirements and expectations were met.

A. Pre-Qualification Proposal (Step I)

Due: February 24, 2004 by 4:00 p.m.

Pre-Qualification Proposals will be evaluated by two trained readers and rated on a holistic scale of 1-4 with one being low and four being high (see page 35). The score from each reading will be added for a total score possibility of 2 to 8. A score of **6 and above** will be invited to prepare a final 'Request for Proposal'. A score of 5 or less will not be able to submit a 'Request for Proposal' during this funding cycle.

B. Request for Proposal Evaluation (Step II)

Due: May 5, 2004 by 4:00 p.m.

Each proposal reviewed will be submitted to a team of proposal readers developed by the Executive Director of First 5 Tehama. Each proposal will be reviewed and scored based upon the adequacy and thoroughness of the response to community need and RFP requirements.

The six weighted proposal evaluation criteria are shown below, along with the maximum number of points possible. Proposal scores may range from 0 to 100 points, as follows:

<u>Category</u>	<u>Maximum Score</u>
Problem/Need Statement	10 points
Project Description	40 points
Agency Description/Capability	15 points
Staff, Consultant and Subcontractor Qualifications	10 points
Evaluation Plan	10 points
Required Resources/Budget	<u>15 points</u>
	100 points

A proposal must attain a minimum score of **70 points** to pass on to the final stage of the evaluation process for further consideration. If there are not enough funds to fund all scores of 70 or more, the readers and Commissioners will also consider the distribution of projects across the Result Areas of ‘Improved Family Functioning’, ‘Improved Child Health’, and ‘Improved Child Development’. If only two projects can be funded; and there are two projects in ‘Improved Family Functioning’ with scores of 85 and above and one project in ‘Improved Child Development’ with a score of 75, the child development project might still be chosen in order to cover that Result Area and to meet community need.

C. Proposal Evaluation Criteria

The proposal readers will evaluate each applicant’s organizational structure, mission, current services available, level and amount of services, types of experience, and its capabilities. The specific evaluation criteria that will be applied to all response proposals are as follows:

1. Problem/Need Statement (10 points maximum)

- a) To what extent does the problem described address First 5 Tehama’s Strategic Plan priorities and needs? (5)
- b) To what extent does the data support the magnitude of the problem and justify the need for the project? Does it reflect the ethnic, geographic and service needs identified in the Strategic Plan? (5)

2. Project Description (40 points maximum)

- a) To what extent do the applicant’s outcomes adequately fit the objectives and priority strategies of this RFP? To what extent are the proposed action steps appropriate for carrying out the project? To what extent are the units of services and numbers of persons to be reached feasible? Are they reasonable in relationship to the amount of the requested funds? To what extent does the applicant demonstrate ability to develop an effective and feasible series of timelines and events for implementing this project? (Scope of Work) (10)

- b) Is there adequate evidence that the planned approach is feasible and appropriate for targeted children and families? To what extent will other local partners and stakeholders be involved in the project? Are their roles clear? Is the plan for collaboration realistic? Is the evidence of their participation adequate? (5)
- c) Does the proposal adequately address the appropriate “Essential Elements of Programs for Young Children”? (see page 8) Does the proposal adequately address outreach activities for their target population? (5)
- d) How well does the proposal demonstrate how they will integrate and coordinate with other program serving this population? Do they demonstrate a concerted effort to identify and avoid both gaps and duplications in service? (5)
- e) To what extent are the planned outreach/promotional activities likely to increase utilization of services or participation in project events? (5)
- f) To what extent does the applicant plan to serve socially, culturally, linguistically, and geographically isolated communities? To what extent does the applicant ease or increase access to services for families of young children? Are their plans adequate to do so? (5)
- g) To what extent has the applicant demonstrated active involvement of the communities affected by this project? Is there evidence of an active role in the project by a community advisory group? (5)

3. Agency Description/Capability (15 points maximum)

- a) To what extent does the applicant have the appropriate qualifications to undertake the proposed work? (2)
- b) To what extent does the applicant’s and subcontractor’s past, accomplishments or current projects demonstrate their ability to serve the population they are targeting? (3)
- c) To what extent does the project described in this RFP fit the applicant’s mission and goals? Is there evidence of organizational commitment to this project? (2)
- d) To what extent does the applicant have relevant experience working with collaboratives and/or serving the communities and populations describe in this RFP? (2)
- e) To what degree are they culturally/linguistically competent to provide the proposed services? (2)

- f) To what extent is the applicant's management abilities adequate to coordinate and monitor the project? To what extent do the applicant's examples of similar or prior experiences adequately demonstrate the ability to provide deliverables in a timely manner and demonstrate the applicant's ability to manage fiscal resources responsibly? (3)
- g) To what extent does the proposal have adequate facilities and office support services at its disposal to perform work described in this RFP? (1)

4. Staff, Subcontractor and Consultant Qualifications (10 points maximum)

- a) To what extent does the applicant have appropriately qualified staff to carry out the designated scope of work? Does the staff have the education, experience, skills and cultural and linguistic competency necessary for the proposal? (5)
- b) If the applicant is including subcontractor(s) to provide part of the deliverables, is there appropriate justification for subcontractor duties? To what extent has the applicant identified and engaged appropriately qualified consultants to carry out the proposed consultant work? (5)

5. Evaluation Plan (10 points maximum)

- a) To what extent has the applicant identified evaluation tools and methods to verify that client/project outcomes and specific action steps of the "Scope of Work" have been met? (4)
- b) How is the applicant going to document that they are serving their targeted population(s) and have been successful in reaching their stated client/project outcomes? (4)
- c) To what extent are the funds and personnel support adequate for these evaluation activities? (2)

6. Required Resources/Budget (15 points maximum)

- a) To what extent are the requested funds appropriate to carry out the project? Is the budget consistent with state mandates of supporting new or enhanced programs? (6)
 - b) Is there adequate justification for all line items? Does the funding amount requested appropriately relate to the proposed level of effort? Are other agency resources, including funds from other sources, available to support the project? (5)
 - c) Are the applicant's plans for sustaining the project efforts after the contract period realistic? (4)
- Total (100)**

D. Applicant Interviews (Step III)

Organizations whose proposals attain a score of 70 points or more of the total available 100 points may be asked to participate in Applicant Interviews for final evaluation through a scheduled interview. The purpose of this stage is to allow First 5 Tehama to ask questions, follow up on issues identified in the proposal reviews, clarify written information presented by the applicant, and gain additional insight into the applicant's plans to deliver services and its capability to effectively do so. First 5 Tehama reserves the right to interview any and/or all applicants, but may also elect to award or deny funds without a Proposal Interview.

XIII. PROPOSAL AWARDS/NOTIFICATION OF INTENT TO AWARD

On May 19, 2004, written notification of the reader's recommendations will be faxed and hard copy mailed to all applicants. A public hearing will be held by First 5 Tehama on final funding recommendations on May 25, 2004. Written notification of First 5 Tehama's intent to award will be faxed, and a hard copy mailed to all applicants, notifying them of the identity of the selected applicants and the contract amounts.

XIV. DISPOSITION AND OWNERSHIP OF PROPOSALS

All materials submitted in response to this RFP will become the property of First 5 Tehama, and, as such, are subject to the Public Records Act (Government Code Section 6250 et seq.).

All proposals, evaluation and scoring sheets and supporting materials supplied by applicants will be available for public inspection on the day the Notice of Intent to Award is posted.

XV. APPEALS

Applicants who believe their proposal was not recommended because the RFP process was not followed may submit a written appeal. Appeals will be heard by the appeals review panel on the basis of nonconformance with the RFP process.

The appeal letter, which must specify what rule, process or policy was violated, or requests for a second reading must be mailed or hand-delivered, not faxed or e-mailed, to:

PROTEST TO RFP 04-05

Denise Snider, Executive Director
First 5 Tehama
1135 Lincoln Street (P.O. Box 8580, if mailing)
Red Bluff, CA 96080

All appeal letters or requests for a second reading must be received by First 5 Tehama staff at the above address by **4:00 p.m. on May 26, 2004**. Late response will not be read. Appeal letters will be reviewed by a committee appointed by the Chair of First 5 Tehama.

XVI. RESPONSIBILITIES

A. Required Approvals and Reports

The contractor must deliver to First 5 Tehama the following reports, tools, and materials for review and approval:

1. If 'Scope of Work' (Form D) revisions are required by First 5 Tehama during the contract negotiation process, they must be submitted no later than **June 15, 2004**.
2. Written, quarterly progress and financial reports must be submitted to First 5 Tehama on all major activities accomplished or in progress. The final report should include a summary description of all activities performed under this RFP and how the project outcomes and strategies have been met.
3. Completed data collection forms are to be submitted according to the instructions and schedule to be determined by First 5 Tehama in consultation with the Executive Director and Evaluation Consultant.
4. Non-compliance of First 5 Tehama requirements may result in immediate cancellation of contracts and/or withholding of additional funds.

B. Other Contractor Responsibilities

1. Insurance: First 5 Tehama requires that all contractors indemnify and defend First 5 Tehama for liability incurred as a result of actions associated with the proposed contract/agreement and carry insurance as required for the proposed contract/agreement. Workers' Compensation Insurance must be provided for all employees and volunteers of the Contractor. Current liability limits are \$1,000,000 per occurrence for personal injury or property damage, and \$3,000,000 in the aggregate. If vehicles are used for meeting the provisions of this contract or agreement, \$1,000,000 auto liability insurance must also be available. First 5 Tehama is to be named an additional insured on the liability policies. Certificates of insurance and endorsements must be on file with the Executive Director prior to this contract or agreement being effective.
2. Additional Responsibilities: Manage and monitor the project on an ongoing basis to ensure the quality and timeliness of the work performed.
3. Assure that deliverables, activities and timelines developed or conducted under this contract are reviewed and approved by First 5 Tehama prior to production or implementation.
4. Inform First 5 Tehama immediately verbally and follow up with written documentation as appropriate of any issues or problems that arise during the contract term.

5. Participate in Grantee Cluster Meetings (as requested) and in the evaluation design for impact of Proposition 10. Evaluation data collection will include monthly, quarterly and final reports. Grantees with multi-year funding shall submit a scope of work and budget 45 days prior to commencement of new contract year.

C. First 5 Tehama Responsibilities

1. Provide ongoing consultation and technical assistance to the contractor.

XVII. CONTRACT TERMS, CONDITIONS AND EXHIBITS

The successful applicants will be required to enter into a contract with First 5 Tehama that will incorporate by reference this RFP as well as the applicant's response to this RFP. The contract resulting from this RFP will be prepared on a First 5 Tehama Contract. Applicants are encouraged to review this contract and its forms in detail for its impact on their organization.

First 5 Tehama assumes no responsibility or liability for costs incurred by the applicants prior to the effective date of the contract and prior to the approval by First 5 Tehama. The contract is of no force and effect unless approved by or on behalf of First 5 Tehama. Total liability of First 5 Tehama is limited to the terms and conditions of the contracts resulting from this procurement process and for the activities performed under the contract.

Glossary of Terms

Asset – looking at the value or strengths that a child and/or family possess

Capacity-building – focus on increasing abilities versus enabling; strength-based focus

Collaborate – to work together, specifically in a manner that will enhance all partners toward a common goal of supporting children and families

Community – a group of people living together as a smaller social unit within a larger one, and having interests in common, such as the health and education of their children

Coordination potential – will this lead to increased collaboration?

Evaluation – the process of asking and answering questions about your work and what you are accomplishing

Holistic – of, concerned with, or dealing with wholes or integrated systems rather than with their parts

Indicators – any tool or device that measures or records what has changed because of the project; measures to see if the intended outcome occurred. For example, scores of alphabet letter recognition above grade level at kindergarten entry could be one indicator of a preschool project outcome.

In-kind support – financial, personnel and physical location ‘given’ to a project to establish, expand or enhance a project.

Integrate – to make whole by adding or bringing parts together. Ability of a program to bring personnel and programs together, so that it is accessible and culturally appropriate for the families and children.

Intervention – to come between as a preventive influencing force

Measurable outcomes – what has occurred because of the project for children and families; can it be measured?

Pre-Qualification Proposal – required 5 page proposal to be submitted in order to advance forward to submitting a full Request for Proposal.

Scope – answers the question of how many children/families will benefit and to what extent?

Strategy – one of many different planned actions taken to reach a desired outcome

Supplant – use of proposed grant funds “in place of funds” that the organization is already providing for a personnel position or program expenses. Supplanting is not allowed. For example, if you currently have funds for the salary of a community liaison and you propose a community liaison and will use the funds then in some other area of the organization, this would be supplanting. If that position will be ending and proposed grant funds include a community liaison, it would not be considered supplanting.

Sustainability – program plans on how to gather or reconfigure resources so that the project continues.



P.O. Box 8580 (1135 Lincoln Street) Red Bluff, CA 96080
 Ph.: (530) 528-1395 • FAX: (530) 528-1396
 Email: sniderd@snowcrest.net

PROPOSAL COVER SHEET (Form A)

Use this as the front cover of your proposal
Project Overview

 Name of Agency

 Telephone No.

 Name of Agency Director

 Name of President of Board of Directors

Check One: ☐ Public ☐ Private Non-Profit ☐ Private for Profit ☐ Individual Owner

 Project Contact Person /Title

 Telephone No.

 Agency Address

 Fax No.

 Physical Address(es) of Project Site for this Application, if different

Amount of Contract Application Request:

July 1, 2004-June 30, 2005

\$ _____

*(Leave years 2 and 3 blank unless
 you are submitting a multi-year
 proposal)*

July 1, 2005-June 30, 2006

\$ _____

July 1, 2006-June 30, 2007

\$ _____

Total Amount requested

\$ _____

 Signature of Agency Director

 Date

 Signature of President of Board of Directors

 Date

First 5 Tehama Strategic Plan Objective(s) Addressed by this Proposal: [*√all that apply*]

- ☐ Obj. 1: Parent/caregiver support and knowledge in child rearing and family relationships
- ☐ Obj. 2: Availability and access to quality child care programs
- ☐ Obj. 3: Increase community wide knowledge of benefits of early educations and care
- ☐ Obj. 4: Increase access to primary and preventative dental and health care

Specific community area(s) of service and projected number to be served by community:
[List all that apply]

Geographic Area	# served
O _____	_____
O _____	_____
O _____	_____

CLIENTS:

Total # of unduplicated clients/customers expected to be served by this project:
(Enter "0" if none)

Number of Adults:

Parents or expectant parents	_____	Paid caregivers	_____
Foster parents	_____	Professionals (e.g. MSW's, MD's)	_____
Grandparents/other relatives	_____		

Number of Children:

Children ages 0 - 5

Please summarize your proposed project in 150 words or less: _____

[illegible]

Application Deadlines:

For the Pre-Qualification Proposal: **4:00 p.m., February 24, 2004**
For the Request for Proposal: **4:00 p.m., May 5, 2004**

Delivered or mailed to: Denise Snider, Executive Director
First 5 Tehama
1135 Lincoln Street (P.O. Box 8580, if mailing)
Red Bluff, CA 96080

No fax or e-mail submissions accepted.



Checklist: Request for Proposals (Form B)

Applicant Agency/Organization: _____ Date: _____

Name of Proposed Project: _____

Your proposal must include all of the following items, unless noted otherwise. Please mark items that are included with a check (✓).

- ρ Proposal Cover Sheet (Form A) – must be used as the cover (first) page of your proposal and does not apply to the 20-page maximum
- ρ Checklist: Request for Proposals (Form B, this page) – must be the second page of your proposal and does not apply to the 20-page maximum.
- ρ Required Content of Proposals (please complete all sections)
 - ρ One (1) original version of proposal, marked as such
 - ρ Three (3) copies of entire proposal, marked as such
 - ρ Proposal and copies are sealed
 - ρ Proposal narrative does not exceed 20 pages
 - ρ Proposal is single-spaced with 1-inch margins and 12-point font
 - ρ All pages are numbered, with the proposal narrative beginning with number “1”
- ρ Required Content of Appendix
 - ρ Project Requirements Checklist (Form C)
 - ρ Scope of Work (Form D)
 - ρ Current and Previous Contracts & Grants (Form F)
 - ρ Budget (Form G)
 - ρ Copy of most recent license(s) or certification(s), if appropriate
 - ρ Copy of the most recent auditor’s *summary* of findings
 - ρ For government agencies, the agency’s tax identification code
 - ρ Resumes of **key** staff
 - ρ Relevant Letters of Support
 - ρ Relevant Memoranda of Understanding

PROJECT REQUIREMENTS CHECKLIST (Form C)

(To be completed by the applicant)

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. My organization is a non profit agency, has submitted proof as non profit status, or is an association (including a joint venture), corporation, college, university, a municipality or unit of government located or providing services in Tehama County. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| or | | | |
| My organization is a private business with a current Business license and Federal Tax ID # is in compliance with all local, state and Federal requirements which may apply. | | | |
| 2. My organization has the relevant experience and capability to perform the work described in this proposal, and certifies that adequate internal controls are in place to manage and meet all terms and conditions of the contract. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. My organization has submitted proof of its financial solvency as evidenced by the most recent CPA audit (summary only), unless exempt, or year end financial statement and fully explained any exceptions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. My organization has completed a proposal package, as noted On Form B – Checklist: Request For Proposals | <input type="checkbox"/> | <input type="checkbox"/> | |

**If “N/A” is responded, please note the reason for the requirement being non-applicable*

Name of agency/organization

Name of authorized agency official

Title

Authorized signature

Date

SCOPE OF WORK (Form D)

Client/Project Outcomes State your client/project outcome and responsible staff or community partner . For each outcome, note which First 5 Tehama Strategic Plan Priority Strategy (SPPS) it matches, see pgs. 6-7.	Project Strategies List specific action steps (activities) to reach the outcome.	Timeline Include start and targeted finish date		Type of Measurement Identify how activity is measured -by Units, % or if Achieved / Not Achieved	QUANTITY OF SERVICE HOW MANY UNITS - PRODUCTS, SERVICES, HOURS, CLIENTS/PEOPLE, AND/OR CONTACTS PER ACTIVITY? INCLUDE START & TARGET QUANTITIES		Evaluation Tools/Methods Identify method used to determine if project strategies are met.
		Start Date	Finish Date		Start Quantity	Target Quantity	
1. SAMPLE Increase availability of quality evening child care for working parents. Responsible staff – Executive Director. (SPPS 2.2)	a. Determine level of need – parent survey. b. Provide marketing support and connections for child care provider.	a. 10/04	a. 10/04	Units	a. 0	a. 35	a. completed parent survey
		b. 11/04	b. 1/05		b. 0	b. 50	b. marketing flier; documented match of parent to evening care provider
2.							
3.							
4.							

SCOPE OF WORK (Form D)

Client/Project Outcomes State your client/project outcome and responsible staff or community partner . For each outcome, note which First 5 Tehama Strategic Plan Priority Strategy (SPPS) it matches, see pgs. 6-7.	Project Strategies List specific action steps (activities) to reach the outcome.	Timeline Include start and targeted finish date		Type of Measurement Identify how activity is measured -by Units, % or if Achieved / Not Achieved	QUANTITY OF SERVICE HOW MANY UNITS - PRODUCTS, SERVICES, HOURS, CLIENTS/PEOPLE, AND/OR CONTACTS PER ACTIVITY? INCLUDE START & TARGET QUANTITIES		Evaluation Tools/Methods Identify method used to determine if project strategies are met.
		Start Date	Finish Date		Start Quantity	Target Quantity	
5.							
6.							
7.							
8.							
9.							

SCOPE OF WORK (Form D)

Client/Project Outcomes State your client/project outcome and responsible staff or community partner . For each outcome, note which First 5 Tehama Strategic Plan Priority Strategy (SPPS) it matches, see pgs. 6-7.	Project Strategies List specific action steps (activities) to reach the outcome.	Timeline Include start and targeted finish date		Type of Measurement Identify how activity is measured -by Units, % or if Achieved / Not Achieved	QUANTITY OF SERVICE HOW MANY UNITS - PRODUCTS, SERVICES, HOURS, CLIENTS/PEOPLE, AND/OR CONTACTS PER ACTIVITY? INCLUDE START & TARGET QUANTITIES		Evaluation Tools/Methods Identify method used to determine if project strategies are met.
		Start Date	Finish Date		Start Quantity	Target Quantity	
10.							
11.							
12.							
13.							
14.							

Pre-Qualification Proposal Evaluation Criteria (Form E)

Score 4	Score 3	Score 2	Score 1
Logical Convincing Plan	Logical Convincing Plan	Logical Convincing Plan	Logical Convincing Plan
<ol style="list-style-type: none"> 1. Thoroughly addresses all elements 2. Thorough evidence to support plan 3. Completely consistent with First 5 Tehama's vision and strategic plan priority strategies 4. All application parts are connected and supported 	<ol style="list-style-type: none"> 1. Addresses most elements 2. Evidence to support plan 3. Good match with First 5 Tehama's vision and strategic plan priority strategies 4. Most application parts are connected and supported 	<ol style="list-style-type: none"> 1. Addresses few elements thoroughly 2. Limited evidence to support plan 3. Limited match with First 5 Tehama's vision and strategic plan priority strategies 4. Some sections are connected and supported 	<ol style="list-style-type: none"> 1. Inadequately addresses elements 2. Does not provide evidence to support plan 3. Lacks a match with First 5 Tehama's vision and strategic plan priority strategies 4. Sections are not connected and mutually supportive
Results for Children & Families	Results for Children & Families	Results for Children & Families	Results for Children & Families
<ol style="list-style-type: none"> 1. Prioritizes outcomes; stresses prevention 2. Thoroughly connects outcomes to identified needs 3. Clearly show how outcomes will be achieved, and evaluated 4. Designed to thoroughly cover all of the 'Essential Elements of Programs for Young Children', see pg. 8. 5. All personnel have the experience, education, cultural & linguistic skills, to help children & families meet desired outcomes. 	<ol style="list-style-type: none"> 1. Identified meaningful outcomes; includes prevention 2. Mostly connects outcomes to identified needs indicators and strategies 3. Shows how most results will be achieved and evaluated. 4. Designed to cover most of the 'Essential Elements of Programs for Young Children', see pg. 8. 5. Most personnel have the experience, education, cultural & linguistic skills, to help children & families meet desired outcomes. 	<ol style="list-style-type: none"> 1. Weak identification of outcomes; limited attention to prevention 2. Weak connection of outcomes to needs, indicators and strategies 3. Description of how outcomes will be achieved, and evaluated is unclear or incomplete 4. Weakly connected to the 'Essential Elements of Programs for Young Children', see pg. 8. 5. Some personnel have the experience, education, cultural & linguistic skills, to help children & families 	<ol style="list-style-type: none"> 1. Fails to identify meaningful outcomes or prevention strategies 2. Inadequately connects outcomes to needs, indicators and strategies 3. Does not show how outcomes will be achieved or evaluated 4. Not clearly designed to meet the 'Essential Elements of Programs for Young Children', see pg. 8. 5. Fails to address the personnel experience, education, cultural & linguistic skills, to help children & families meet

Pre-Qualification Proposal Evaluation Criteria (Form E)

Score 4	Score 3	Score 2	Score 1
		meet desired outcomes.	desired outcomes.
Systems Improvement & Integration	Systems Improvement & Integration	Systems Improvement & Integration	Systems Improvement & Integration
<ol style="list-style-type: none"> 1. Analyzes, improves and reconfigures resources 2. Provides effective supports and services to meet the 'Essential Elements of Programs for Young Children', describes effective case management system, if appropriate 3. Culturally appropriate and accessible in all elements 4. Integrated with school, community, city & county systems and First 5 programs 	<ol style="list-style-type: none"> 1. Begins to analyze, improve and reconfigure resources 2. Provides most supports and services to meet the 'Essential Elements of Programs for Young Children', partially describes a case management system, if appropriate 3. Culturally appropriate and accessible in most elements 4. Begins to integrate with school, community, city and county systems and First 5 programs 	<ol style="list-style-type: none"> 1. No clear willingness to analyze, improve and/or reconfigure resources 2. Provides minimal supports and services to meet the 'Essential Elements of Programs for Young Children', limited case management system defined, if appropriate 3. Cultural appropriateness and accessibility need further examination 4. Identifies, but fails to integrate with school, city, county & community systems and First 5 programs 	<ol style="list-style-type: none"> 1. Fails to analyze, plan to improve, and/or reconfigure resources 2. Provides inadequate supports and services to address the 'Essential Elements of Programs for Young Children'; fails to describe case management, if appropriate 3. Inadequate description of cultural appropriateness and accessibility 4. Not well integrated with school, community, city & county systems and First 5 programs.
Collaborative Administration & Organization Capability	Collaborative Administration & Organization Capability	Collaborative Administration & Organization Capability	Collaborative Administration & Organization Capability
<ol style="list-style-type: none"> 1. Families/caregivers occupy significant roles in developing, monitoring and evaluating services. 2. Demonstrates strong agency skill and experience in meeting program goals, managing complex projects, managing contract 	<ol style="list-style-type: none"> 1. Families/caregivers will occupy roles developing, monitoring and evaluating services. 2. Demonstrates adequate agency skill and experience in meeting program goals, managing complex projects, managing contract 	<ol style="list-style-type: none"> 1. Families/caregivers have traditional roles developing, monitoring and evaluating services. 2. Demonstrates minimal agency skill and experience in meeting program goals, managing complex projects, managing contract 	<ol style="list-style-type: none"> 1. Families/caregivers do not have a role developing, monitoring and evaluating services. 2. Fails to demonstrate agency skill and experience in meeting program goals, managing complex projects, managing contract

Pre-Qualification Proposal Evaluation Criteria (Form E)

Score 4	Score 3	Score 2	Score 1
deadlines and collecting evaluation data 3. Credible plans for sustaining the project 4. Budget and project design are well connected and cost effective	deadlines and collecting evaluation data 3. Beginning plan for sustaining the project 4. Budget and project design are connected and cost effective.	deadlines and collecting evaluation data 3. Superficial plans for sustaining project 4. Budget and project design are minimally connected and cost-effective	deadlines and collecting evaluation data 3. Inadequately plans for sustaining the project 4. Budget and project design are not connected or cost-effective

Current and Previous Contracts and Grants (Form F)

Applicant Agency: _____

Name of Proposed Project: _____

Note: When more than one agency or subcontractor is collaborating in the services to be provided, each agency must complete this form.

Please list current and previous (within last three years) grants and subcontracts, including government contracts and/or grants. If the applicant is a department within a larger organization, the “total budget of agency” can be the total department budget. Similarly, the grants and contracts should be for your department, not the entire organization. Please copy table as needed.

Name/Source of Contract	Contract Grant Amount	Contract/Grant Period	Brief Description of Purpose

Total from other sources of income (e.g., fundraising, endowment): \$ _____

Total Budget of Agency (if part of a larger agency, your department budget). \$ _____

Name of Chair, Board of Directors, or Authorized Representative_____
Title_____
Signature_____
Date

First 5 Tehama

Annual Budget Request Form for FY 2004 – 2005

Form G

Applicant: _____

I. PERSONNEL

Position Title	12 month salary	% of salary attributed to program	Total salary attributed to program	Amount requested from Commission	Amount provided by other sources
A.	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____
D.	_____	_____	_____	_____	_____
E.	_____	_____	_____	_____	_____
F.	_____	_____	_____	_____	_____
G.	_____	_____	_____	_____	_____
H.	_____	_____	_____	_____	_____
I.	_____	_____	_____	_____	_____
J.	_____	_____	_____	_____	_____

Total Personnel Excluding Benefits

Benefits Percentage

 %

Benefit \$

Total Personnel Including Benefits

II. OPERATING EXPENSES

	Amount requested from Commission	Amount provided by other sources
A. Rent and Utilities	_____	_____
B. Office Expenses	_____	_____
C. Equipment Lease	_____	_____
D. Equipment Purchase	_____	_____
E. Travel	_____	_____
F. Training/Conferences	_____	_____
G. Consultants (if any)	_____	_____
H. Subcontractors (if any)	_____	_____
I. Other, please describe	_____	_____
Total Operating Expenses	_____	_____

III. INDIRECT EXPENSES

Indicate % of Personnel, including Benefits
(Cannot Exceed 15% - or if govt. agency,
approved calculated indirect)

IV. TOTAL REQUESTED FOR FY 2004-2005

Multi-Year Funding Estimate:

Year 2 2005/06

Year 3 2006/07

**Amount
Requested**
V. TOTAL REQUESTED FOR FY 2004-2007

Technical Assistance Workshop Reservation (Form H)

Voluntary Attendance

RSVP FORM

To ensure adequate space and materials at this voluntary workshop, please complete the following information and mail or FAX to the **First 5 Tehama** office by **March 5, 2004**:

Denise Snider, Executive Director

First 5 Tehama

P.O. Box 8580

Red Bluff, CA 96080

Phone: (530) 528-1395

FAX: (530) 528-1396 (please call voice line prior to activate)

A. We plan to attend the voluntary Technical Assistance Workshop on March 9, 2004
circle one: yes no

B. How many people from your organization plan to attend? _____

C. Name and address of agency/organization:

D. Name and telephone number of contact person for the organization:

_____	(____) _____
Name	Phone